



**Position Title:** Part-Time CTD Lab Technician  
**Job Code:** 8308  
**Reports To:** Technology Trainer

**Grade:** C1  
**FLSA:** Non-exempt

**Job Description:**

The Part-Time CTD Lab Technician maintains open lab hours at his or her assigned campus to assist faculty, staff and administrators with software applications, Web-course development and course management, surveys, scanning and other technologies supported at the College.

**Duties & Responsibilities:**

- Assists faculty, staff and administrators with learning software applications.
- Maintains Open Lab Hours
- Assists faculty enhancing their online courses using WebCt, Impatica, Respondus, development questions and creating online surveys.
- Scans and compile evaluations using Optical Markup Reader software
- Reports any hardware problems to network services
- Keeps lab in clean, neat and presentable order
- Maintains the Lab network and up-date network software per changes as indicated by the Campus Network Services CNS
- Prepares a monthly Lab usage report
- Prepares workbooks for distribution and troubleshoots
- Prepares CT&D activities
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Must have demonstrated practical experience with networks, operating systems and applications such MS Word, Excel, PowerPoint, Access; using the Web for searches
- Experience with digital technologies
- Must be well organized and demonstrate excellent interpersonal communication skills

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name